



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

009

Date: March 19, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: FRAUD INVESTIGATOR IN CONSULAR SECTION

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Fraud Investigator

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-08, FP-06* (FULL PERFORMANCE LEVEL)
FSN-07, FP-07* (TRAINING LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: Consular Section (Fraud Prevention Unit)

OPENING DATE: Immediate

DEADLINE: April 2, 2014 at 6 P.M. Kyiv Time

**FP-6/7 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The employee serves in the Fraud Prevention Unit of the Consular Section. The employee is supervised by the FPU LES Supervisor. The employee is responsible for conducting fraud assessments on Non-immigrant Visa (NIV) applications as well as Immigrant Visa (IV) cases, fiancé/fiancée petitions (K visa) and Diversity Visa (DV) Lottery applications. He/she is responsible for verifying identities and information affecting eligibility for various benefits including non-immigrant and immigrant visas, cooperating and coordinating his/her activities and intelligence with other posts and agencies, and developing contacts throughout Ukraine to facilitate fraud assessments.

MAJOR DUTIES AND RESPONSIBILITIES:

Fraud Assessments

60%

- Conduct fraud assessments on NIV petition-based applications and IV petitions under the supervision of the FPU LES Supervisor. Conduct fraud assessments on NIV petition-based applications submitted by the Consular Section in Kyiv. Apply relevant Ukrainian laws, Ukrainian regulatory policies, and U. S. Immigration regulations to routine work situations without referring questions to others, and apply guidelines and precedents in non-routine situations in coordination with the FPU LES Supervisor.
- Complex investigations have aspects of sensitivity, which require mature judgment regarding the implications of choices of methodology. These types of cases often include field investigations to collect information about a suspect business, interviews with uncooperative applicants, or developing case information by pulling together several pieces of seemingly unrelated information.
- The incumbent is expected to prepare factual intelligence reports in his/her assigned area of responsibility, and to evaluate incoming reports and information. Fraud assessment reports should be entered in the Enterprise Case Assessment Service (ECAS).

Visa Application Pre-Screening

25%

- The incumbent is responsible for pre-screening a portion of Summer Work and Travel (SWT) visa applications assigned to him/her during the SWT season, as well as a portion of DV applications.

Networking and training activities

10%

- Develop and maintain points of contact among low to mid-level governmental and non-governmental officials throughout Ukraine to allow for better investigation and law enforcement coordination on DV, IV and K visa fraud. Contacts with high level officials will be developed in consultation and coordination with the FPU LES Supervisor and the Fraud Prevention Manager.
- Maintain contacts with counterparts in other European embassies, and with agencies such as U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), National Visa Center (NVC), and the Kentucky Consular Center (KCC) to keep abreast of current developments, to resolve problems, and to provide free flow of information on matters of intelligence interest.
- Participate in the training activities arranged by the FPU for new-comers, other posts, and counterpart embassies. The incumbent is expected to give effective presentation in specific cases related to his/her area of responsibility.

- Participates on a working level in conferences and meetings concerned with coordination and planning or projects and establishes mutual working relations with counterparts.

Other duties

5%

Position will perform other duties as assigned.

REQUIRED QUALIFICATIONS FOR FULL PERFORMANCE LEVEL, FSN-08:

EDUCATION:

- Possession of bachelor's degree in administration, management, law, or a related field is required.

PRIOR WORK EXPERIENCE:

- Three years of clerical experience in a professional office, including one year of consular or investigative work experience is required.

POST ENTRY TRAINING:

- The employee is required to complete Immigration Law and Visa Operations Correspondence Course PC 102 and Detecting Impostors PC 128.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English is required. Fluent (Level IV) Ukrainian and Russian are required.

JOB KNOWLEDGE:

- To exercise their duties competently, after being fully trained, the job holder must have an understanding of the working procedures of the Consular Sections in Kyiv and general understanding of the US Government laws and regulations as they relate to visa issuance. S/he must possess working knowledge of Ukrainian governmental authorities and the roles they serve. General knowledge of relevant Ukrainian laws (the Criminal Code of Ukraine, Marriage and Family Code of Ukraine, the Law on Citizenship, Soviet Criminal Law, Civil Code etc), Ukrainian regulatory policies on issuing Ukrainian international passports of all types (Decree of the President) and other travel documents. Major security features of the travels documents. Working knowledge of Windows and Microsoft computer applications is also required.

SKILLS AND ABILITIES:

- Basic knowledge of computer database programs. Ability to write correspondence in both Ukrainian and English. Ability to complete work within tight time constraints. Ability to conduct interviews and investigations firmly, yet tactfully.

REQUIRED QUALIFICATIONS FOR TRAINING LEVEL, FSN-07:

EDUCATION:

- Possession of bachelor's degree in administration, management, law, or a related field is required.

PRIOR WORK EXPERIENCE:

- Two years of clerical experience in a professional office is required.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English is required. Fluent (Level IV) Ukrainian and Russian are required.

JOB KNOWLEDGE:

- To exercise their duties competently, after being fully trained, the job holder must have an understanding of the working procedures of the Consular Sections in Kyiv and general understanding of the US Government laws and regulations as they relate to visa issuance. S/he must possess working knowledge of Ukrainian governmental authorities and the roles they serve. General knowledge of relevant Ukrainian laws (the Criminal Code of Ukraine, Marriage and Family Code of Ukraine, the Law on Citizenship, Soviet Criminal Law, Civil Code etc), Ukrainian regulatory policies on issuing Ukrainian international passports of all types (Decree of the President) and other travel documents. Major security features of the travels documents. Working knowledge of Windows and Microsoft computer applications is also required.

SKILLS AND ABILITIES:

Basic knowledge of computer database programs. Ability to write correspondence in both Ukrainian and English. Ability to complete work within tight time constraints. Ability to conduct interviews and investigations firmly, yet tactfully.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB April 2, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: NNikiforova-Smith (by e-mail)